

17 August 1981

MEMORANDUM FOR: [REDACTED] Administrative Officer, DCI

FROM : J Kenneth McDonald
Chief, History Staff

SUBJECT : Alternate Candidate, Human Relations and Management
Course, 21-24 September 1981

STAT

As requested in your 10 August 1981 memo, I shall enclose a Form 73, Request for Internal Training, to nominate [REDACTED] as an alternate candidate for the Human Relations and Management Course 21-24 September 1981. We are thin on the ground here now, so I hope you may have enough other candidates to fill the quota for this running, but [REDACTED] can arrange to attend if necessary.

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[REDACTED]

J Kenneth McDonald

STAT

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10 August 1981

MEMORANDUM FOR: See Distribution

FROM :
Administrative Officer, DCI

STAT

SUBJECT : Human Relations and Management Course
21-24 September 1981

The Office of Equal Employment Opportunity is presenting the Human Relations and Management Course 21-24 September 1981. Qualified candidates starting at the GS-12 level may be nominated to attend. The Director has levied a mandatory requirement that the DCI Area provide a minimum of 5 students and alternates for each of the initial runnings of this course. We would, therefore, appreciate your submitting a Form 73, Request for Internal Training, for your candidates for the 21-24 September 1981 running to AO/DCI no later than 22 August 1981. Negative responses are requested.

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